

OTE #87-6323

4 AUG 1987

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM:
Director of Training and Education

SUBJECT: Executive Seminar

1. I would like to request that you meet with members of the next Executive Seminar on Thursday, 10 September from 1400-1500 hours in your Conference Room. This meeting would follow the week-long Seminar to be held at the Donaldson Brown Conference Center, Port Deposit, Maryland.

2. The Executive Seminar, required of all newly appointed members of the Senior Intelligence Service, focuses on executive leadership, including the qualities and competencies of successful leaders in government, industry, and education. We also view the Seminar as an opportunity for the new SIS officers to meet with senior leaders of the Agency in order to learn the latter's views on Agency directions and objectives as well as their expectations of these new officers. In this context, the views of the Director are, of course, of greatest importance.

3. I hope that you will be able to meet with members of the seminar as I feel certain that they would benefit greatly from the opportunity to meet and exchange views with you on achievement of the goals you have set for this Agency.



Central Intelligence Agency
Washington, D.C. 20505

DCI/DDCI Executive Staff

18 August 1987

NOTE FOR: D/OTE

FROM: EA/DCI

SUBJECT: Executive Seminar

The Director will not be able to meet with the Executive Seminar because he will be away on a foreign trip during the dates you suggested-- he leaves 8 September and will not be back until the end of the month.

In the Director's absence, Mr. Gates indicated he will do it. I will get this on Bob's calendar for 10 September.

SUBJECT: Executive Seminar

_____ I agree to meet with the Executive Seminar participants
on Thursday, 10 September 1987, 1400-1500 hours in the
Director's Conference Room.

Alternate Dates

_____ 10 September, morning

_____ 11 September anytime

ROUTING AND RECORD SHEET

DDA/RES
LOGGED

SUBJECT: (Optional)

Executive Seminar

FROM:

Director, Office of Training and Education

EXTENSION

NO.

DATE

OTE 87-6323

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

05 AUG 1987

WED

2.

3. Executive Registry
7D12 Hqs.

05 AUG 1987

TKK

4.

5. Executive Assistant/
DCI

06 AUG 1987

do this if available

6.

7. Executive Director

7 AUG 1987

✓

8.

9. Deputy Director for
Central Intelligence

15 aug 87

f

10.

11. ~~Director of Central Intelligence~~

12.

DCI

13. Director, Office of
Training and Education

14.

1026 CofC

15.

Recomm. DDCI

do this if available

Disagree - DCI should do if it can be arranged. These people are his own subordinates / leaders.

Believe DCI should do if available. I will do if he is not.
12. For ApprovalDCI
EXEC
REG